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Chief, [REDACTED]

5 May 1950

Acting Chief, [REDACTED]

Supply Account No. 2 - Office Supplies

1. Relative to recent discussions held pertaining to the operations of Supply Account No. 2, you are advised that the following procedure will be established immediately and that a report of accomplishments be furnished this office on 15 June 1950.

a. Prohibit entry to the supply room except for individuals assigned to the [REDACTED]

[REDACTED] the Chief and Asst. Chief, [REDACTED] and their immediate supervisors. All other personnel will be required to sign a register, to be installed without delay, which will bear date of entry and name of individual. Such personnel requiring entry will be kept to a MINIMUM.

b. Installation of a dutch door at the entrance to the supply room containing office supplies. All supplies withdrawn from the supply room will be obtained by delivery personnel at this point.

c. All items being issued will be double checked and initialed by the checker. Until an individual is permanently assigned as Asst. Head, [REDACTED] an alternate will be assigned to this detail. Since quantities of items in stock should at all times be in agreement with stock record cards, there should be no need to substitute items. However, if substitution is made, all copies of the requisition should be changed accordingly. The [REDACTED] [REDACTED] should take necessary action upon receipt of the final document to make adjustments necessary.

d. All items will be stamped and will bear the corresponding stock number as reflected on stock control cards. This system will eliminate discrepancies which may exist in the issuance of supplies.

e. A spot inventory will be taken by inventorying the stock on hand and checking the balances recorded on the stock record cards. A record will be made of the results of such inventory.

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inventories and a memorandum outlining findings will be directed to this office, semi-monthly, for review.

2. Forwarded for immediate action.

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cc S&I File
Chrono

Services Div. -